

Institutional Policy and Implementation Procedures Los Alamos National Laboratory

IPP 712.0 **Nondiscrimination, Equal Employment Opportunity, and Affirmative Action**
 Issuing Authority: Associate Director for Administration
 Issue Date: 09/08/05 Issued by: Richard Marquez, ADA

Summary

This procedure directs how LANL will implement the UC policies on Nondiscrimination in Employment and Affirmative Action and the Equal Opportunity and Affirmative Action requirements under the UC/DOE prime contract.

INTRODUCTION

Authority and Applicability

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This Institutional Policy and Implementation Procedure (IPP) is issued under the authority of the Director to apply University of California (UC) policies to Los Alamos National Laboratory (LANL) personnel. This IPP derives from the Prime Contract between the United States Department of Energy and The Regents of the University of California (Contract No. W-7405-ENG-36), LANL Governing [Policies and Procedures Manual](#) (P&PM), particularly the section on People. The Human Resource Division Leader is the Responsible Manager for this IMP. The Office Director of the Office of Equal Opportunity & Diversity (OEOD) is the Responsible Office.

This IPP addresses all of LANL employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training, development, demotion and separation.

This IPP applies to all LANL workers.

This document goes into effect on the issue date.

Purpose

The Prime Contract and UC policies require nondiscrimination in employment and affirmative action at LANL. This IPP describes what these requirements are and directs how LANL will implement these nondiscrimination and affirmative action requirements.

POLICY

Nondiscrimination and Equal Employment Opportunity Policy

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LANL will not engage in discrimination against, or harassment of any person employed by or seeking employment with LANL on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth and medical conditions related to pregnancy and childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status or spousal affiliation, age, sexual orientation, citizenship within the limits imposed by federal law or regulations, or status as a covered veteran including special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. This policy is intended to be consistent with the provisions of applicable state and federal laws and regulations and LANL policies.

Affirmative Action Policy

Consistent with its status as a federal contractor, LANL undertakes affirmative action for minorities and women, for persons with disabilities, and for covered veterans.

Non-retaliation Policy

LANL prohibits retaliation by managers against workers for filing a complaint of discrimination, participating in the investigation of alleged discrimination or opposing an unlawful discriminatory practice. See *Complaint Resolution* and also the University of California's Whistleblower Protection Policy.

PROCEDURE

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	INSTRUCTIONS
Responsibilities	<p>LANL will apply these nondiscrimination policies and procedures to all employment practices, including but not limited to: recruitment, selection, promotion, transfer, merit increase, salary, training and development, and separation.</p> <p>Workers must:</p> <ul style="list-style-type: none"> Foster a work environment that is free from discrimination and harassment that is prohibited by law and this IPP. <p>Managers must:</p> <ul style="list-style-type: none"> Ensure full implementation of LANL's Affirmative Action Program within their organizations, develop/execute action-oriented programs, and make good-faith efforts to address affirmative action placement goals. Be responsible for the day-to-day implementation of employment policies on a fair and consistent basis for all workers. NOTE: Commitment to this IPP will be considered in evaluating a manager's performance. <p>EEO Officer must:</p> <ul style="list-style-type: none"> Develop affirmative action programs and ensure the effective implementation of these programs. Implement review/audit systems to measure the effectiveness of AA/EEO programs. Monitor, report, and audit all affirmative action activities to identify institutional good-faith efforts in addressing under utilization of minorities and women and to address problems that arise in the administration of equal employment opportunities. <p>Director</p> <ul style="list-style-type: none"> Has an overall responsibility for LANL's AA/EEO policy, programs and projects. Will annually reaffirm LANL's commitment to AA/EEO principles.
Resolution of Concerns	Contact HR Complaint Resolution Office for information and filing of complaints of discrimination and harassment.
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Exceptions or Variance	Exceptions or variance from this IPP will be granted only by the President of the University of California. Requests must be in writing, and forwarded to the President through the LANL Director.
History	This IPP rescinds and replaces AM 101 Nondiscrimination, Equal Employment Opportunity, and Affirmative Action, dated October 20, 2003.
References	<p>UC Personnel Policies for Staff Members, 12 Nondiscrimination in Employment, and 14 Affirmative Action.</p> <p>Prime Contract, Clauses</p> <ul style="list-style-type: none"> I.019 FAR 52.222-26 Equal Opportunity (APR 2002) I.020 FAR 52.222-35 Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans(DEC 2001) I.021 FAR 52.222-36 Affirmative Action for Workers with Disabilities (JUN 1998) I.022 FAR 52.222-37 Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) <p>New Mexico Human Rights Act, N.M. Stat. Ann. § 28 1-7A</p> <p>Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 C.F.R. 60</p>
Contact Information	<p>HR Office of Equal Opportunity and Diversity (505) 667-8695 Fax (505) 667-6404 http://int.lanl.gov/orgs/oeo/</p>